

Job Title: Administration Associate G6 Damascus VA013-2019

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 05 February 2019 till 19 February 2019

TYPE OF CONTRACT/DURATION

Contract type: Fixed Term

Duration : one year

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ). The Job holders report to a Head of Unit, Chief or Administration Officer.

At this level job holders are expected to demonstrate responsibility and initiative to respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders have a level of expertise and knowledge to adapt and contribute to the development of systems and processes in order to continually improve the level of support provided. Job holders are expected to manage resources and coach and coordinate a team of support staff.

JOB PURPOSE

To coordinate and provide high quality, client-focused and value-for-money oriented administration services.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Verify resource requirements in the area of responsibility (WFP facilities, assets, accommodation, meetings & workshops), and assist in the identification of new requirements to facilitate efficiency and cost-effectiveness of operations and services.
2. Responsible for the oversight of services to all Field and Support Offices, such as facilities management, assets, accommodation, meetings & workshops, etc., reporting any discrepancies to the supervisor for consistent and timely delivery of services, to ensure the provision of a safe and comfortable working environment for WFP staff.
3. Support the production of various data and compile and prepare reports in order to contribute to the provision of accurate information for informative decision-making and to support the effective and timely management of WFP resources.
4. Contribute to planning, monitoring and processing administrative actions related to procurement, finance, including contracts with external vendors to ensure all data is accurately and timely recorded, processed in WFP corporate systems and any operational issues addressed.
5. Adapt and update administrative processes, supporting the implementation of operating procedures, in order to contribute to the continuous improvement of administration services in the area of responsibility.
6. Respond to queries related to the provision of administrative services in order to support the resolution of daily issues.
7. Coordinate the staff activities, to ensure individual and team objectives are met in compliance with all relevant regulations, policies, and procedures, and performance plan.
8. Provide training and guidance to staff in interpretation of administrative procedures, policies, processes, and use of corporate systems to ensure consistency and efficiency of services provided to all clients

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Business Support Services & Reporting	Applies strong ability to identify country level requirements and develop customer focused solutions and action plans. Communicates data-based findings in a highly impactful way that is tailored to the audience.
Internal Controls & Risk Management	Utilises understanding of risk management approaches and internal controls to monitor projects and programmes to confirm regulatory compliance, ensure data integrity and ensure client satisfaction.
Resource Management	Monitors trends in staffing and resource usage to anticipate and escalate potential issues to programme leaders and key clients.
Specialised Knowledge in Administrative Services	Demonstrates a broad or specialist knowledge of administration best practices, techniques and processes, and a good grasp of WFP standards, processes, and infrastructure in area of responsibility; applies this to ensure the provision of efficient and effective administration services.
Customer Focus	Monitors and supervises administrative work against the established standards and protocols for service excellence. Ensures that customer problems are identified and resolved.

OTHER SPECIFIC JOB REQUIREMENTS

This section is optional to describe additional responsibilities & knowledge required for the specific job

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area.

Language: Fluency in both oral and written communication in English and Arabic

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has demonstrated a sound understanding of WFP administrative operating standards and awareness of international humanitarian development issues through day to day work.
- Has provided ad-hoc guidance to new staff members.
- **Five** or more years of progressively responsible work experience in the relative business stream with experience in general administrative work.

TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying

HOW TO APPLY

(If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar)

Internal candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=103462&company=C0000168410P&username=>

External candidate:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=103462&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.